

**Canyon County
Vacancy Announcement
Open Recruitment**

REGIONAL CERTIFIED COURT INTERPRETER

DEPARTMENT: Trial Court Administration **SALARY:**\$37,025-\$40,552. DOE

CLASSIFIED: Canyon County Personnel Rule 5.3 **FLSA STATUS:** Covered

Applications: Employees wishing to apply for this position must complete an application in the Human Resources Department prior to the application review date listed below. There may be additional forms necessary to complete the application process. **Contact:** Amy Rosebrock, HR Specialist, Ext. 6610.

Canyon County Personnel Rule 8.9(A): "Employees wishing to apply for the position must do so by the application review date of the in-house recruitment which shall be a minimum of three (3) working days. First consideration in filling the vacancy may be given to qualified County employees." EOE

Job Summary: The principal function of an employee in this class is to facilitate in-court communication between District and Magistrate Court personnel and the general public by interpreting court proceedings for the non-English speaking public. This position also translates incoming and outgoing mail, and translates legal documents generated by the court. The work is performed under the supervision of the Trial Court Administrator, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Minimum Education and/or Experience: High school diploma or GED equivalency is required and bachelors degree in a designated foreign (non-English) language is preferred; and Four (4) years experience as a translator/interpreter with the designated language (Spanish) is required; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work; Must successfully complete a background investigation through the National Crime Information Center (NCIC).

Special Qualifications: Idaho court interpreter certification, federal court certification or certification by another consortium member state, required to apply; Idaho drivers license.

Application Review Begins 7/8/2008